

Downeast Community Partners (DCP)  
Meeting of the Boards of Directors, August 27, 2019

Monthly:

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Meeting ID: 703 054 702

<b>Called to Order: 5:25 pm</b>		
I. Roll Call and introductions		
<b>Roll call:</b> Betsy Fitzgerald, John Harris, Martha Beathem, Jonathan Thomas, Walter Kumiega, Becky McKenna, Ron King, Barbara Clark, Lisa Veazie, Ruth Sousa, Dorthea Crowley, Charles Rudelitch, Charlie Harrington Quorum present <b>Staff Present:</b> Mark Green, Kevin Bean, Sarah Nugent, Hook Wheeler, Melissa Mattes, Lee Hardison <b>Guests:</b> Jane Thomas		
<p>1. Energy Services report – Lee Hardison HEAP, dropped the LI to make it more attractive and less insulting to those who might want to apply, in state of Maine only. Work with housing and lots of finger programs. Work with Maine Housing, there have been positive changes with them, making it much easier to apply, less paperwork. Also, changed the income guidelines to make more individuals eligible. State has moved to the higher of the federal allowable guidelines. Gotten rid of the priority category, households with young children and seniors no longer a higher priority. Can earn \$1,000 more per month and still be eligible. New operating system which we are in the learning stages, they aren't sure it will be ready to roll out in September when we start taking applications.</p> <p>New policy – aiming for “one and done” making applying easy enough that they can bring everything they need to their appointment and not require call backs and procuring additional documents.</p> <p>First application September 4, phones open sept 18. Try to get the seniors done by phone ahead of the rush.</p> <p>Staffed with 13 people for HEAP this year. Last year we had a 4.5% increase in applications last year.</p> <p>Also do THAW, Hancock County Child Abuse and Neglect Prevention Council Sarah Hardison provides classes and training to parents, as well as mandated reporter training for organization. Just learned that she will be able to do the Baby Think It Over program.</p>		

Do we have the babies? Sarah H has tried to get the babies, but they are expensive. Just got word that the Children's Trust wants to run a program at George Stevens, they will provide her a starter kit.

Mark added that this program is a gateway program to many within the organization. Lee has worked really hard to make sure that we have increased numbers each year.

Hired a person specifically to answer the phones, before being put on hold. Eliminating automated phone answering.

Another big change – risk of hypothermia is now under age 6, not 2.

III Items for Board Action

1. To appoint Grant Lee of Ellsworth for a three year term as a Private Sector representative to the Board of Directors.

**Discussion:** None

**Action:** **Martha** made the motion to appoint Grant Lee of Ellsworth for a three year term as a Private Sector representative to the Board of Directors.

**Ruth** seconded. **Motion Passed.**

2. Approval of Meeting Minutes from 7/30/2019

**Discussion:** Lori tried to join by Zoom, had trouble.

**Action:** **Becky** made the motion to approve the minutes as written, **Ron** seconded. **Motion passed.**

3. Resolved, to approve the Head Start Grant for the year beginning 12/1/19.

**Discussion:** Grant is 60 pages long, but some important highlights – the budget, which we will cover now, vote separately. Working to make up lost revenue, increased staff in Ellsworth, hoping census will go up, and revenue will follow. New Grant budget increases from last year include duration funding and cola funding. Decrease in school revenue, because Harrington and Milbridge are not with us anymore. Staff not here, so lost expense and revenue equally. Increasing Bucksport partnership, new partnership in Baileyville. They have a program, we provide family advocate and computer support to their program.

Occupational therapist funds added to the grant – adding consultants, but have additional funding to cover it. 2 consultants in classrooms helping teachers.

Adding educational specialist to help managers, support classrooms and teachers.

Goals and objectives – training and technical assistance – used for classes that staff identify. Safety care and de-escalation training is included. Helps

teachers up to the point of restraint. Sending staff to train the trainer so that they can bring the learning back to the rest of the staff.

Orientation plan – working on for a year and a half, think we have it right, balancing time getting ready for the classroom and with the classroom.

Division goals and objectives – three major goals last through 5 years of grant program – ready for kindergarten, parents engaged, agency systems to support program.

Starting interdivisional whole family program – supporting families across division.

Hook has been leading compensation plan, making sure that we are compensating teachers fairly.

You have a one page budget summary that covers all of this. In addition, IDC went down a little bit.

How is daycare program going?

Well, Ellsworth is doing especially well, new staff, more children. St Croix has had changes, Calais is going to full day school year – lots of children have shifted away from our services to go to school.

How is enrollment going? Picking up – some are fully enrolled, expect to be fully enrolled in many of them by September, looks good to be fully enrolled in October. Been fully enrolled since March.

**Action:** **Becky** made the motion to approve the grant. **Lori** seconded.

**Motion passed.**

4. Resolved, to approve the Head Start Budget for the year beginning 12/1/19

**Discussion:** None

**Action:** **Becky** made the motion to approve the grant. **Ron and Charlie** seconded. **Motion passed.**

IV Reports

1. Development Committee – Barbara Clark

Last meeting on the 20<sup>th</sup>. Report is that SEED had another really good month. Mark met with Tiny House funder, CF Adams and they were impressed, going ahead. We all got division brochures. Ask for brochures if you need them (Grant will need a set)

FC coming along, Mark and Anne met with a maor foundation we are courting. Talked about board responsibility in our work want to put together a statement saying board members should not only appear at

events, but speak.

Large discussion about goal 2 to increase unrestricted donation. Three activities:

SEED

Focus on events to make them better

Annual appeals remain program specific.

Ron reminded us he would like us to consider more socially responsible

2. Executive Directors Report and Proposed Recovery Residence – Mark Green

Executive Committee report: apologize for the crowded room, executive committee cleared this space for us.

Going through a CSBG review, Monday and Tuesday. The foundation of us being a CAP, very important audit. Reviewer noted we had the best attendance of our Board of any CAP in the state.

Becky and Betsy and Mark talked about the Recovery residence in Machias at today's EC meeting. Looks like it is coming ahead, Healthy Acadia is willing to take on the management of the house. Reviewed the house and how it will lay out. Limited to 12 people because of the number of bathrooms we have. Gotten some kitchen design estimates, need some new flooring. Spoken with Kevin about how to best finance 10-15 K, best to just pay for it and depreciate it.

Will bring a formal proposal in September. Hoping for an opening in December. Women's house with children.

Gordon Smith, the governor's opioid czar, came to visit it to view it with Ron Springuel, they got some money from the legislature, they are excited about the house, went back and spoke to Dan Brennan, encouraged us to go ahead with the plan. Healthy Acadia will pay management costs, but we need to come up with operating costs, about \$29,000. Residents will pay about half of that.

HA will have a lease, but all partners will have an MOU or governing agreement.

Partnerships with AMHC, CCC, Healthy Acadia and us.

Did get two charging stations for this building, did not get the Machias one, still in the running for the Ellsworth building, once we know where we are at, have a funder that will likely buy us electric cars that we can fold into the Transportation program, no federal funding with them, no restrictions.

Was planning to come to the board about selling the Harrington Head Start building. Have about \$54,000 left in depreciation, so would take a hit. But Sunrise Opportunity wants to talk about renting. And a contractor wants to use it as a laydown which will help pay for some costs this winter.

Staff is busily putting together the budget. You will have it at the September meeting, Finance committee meeting prior to.

Milbridge apartments – got an application from a veteran yesterday.

Employee referral bonus program – eight referrals, three hires as a result

3. Finance Directors Report – Kevin Bean

Month of July, good month, cash grew 29,000, huge thank you to the towns as SEED was about \$40,000. Surpassed revenue. Cash is at 1.25 million in the bank. ARs remain where they have been since the merger. About 1.2 million. Contracts, fees, everything owed to us.

Deficit is down to \$116,000. One reason is SEED, another is Transportation had a very good month, Billed \$110,000 in 2 weeks. 15-20K above normal. Do have an issue with vehicles in the shop.

Repairs budgeted for in 2019 – right where we budgeted.

Areas we have been watching Friendship Cottage deficit up to 56,000, Child care and ECE deficit up to \$115,000 At Home and FC – freed up about 40,000 in CSBG, FC got a 10,000 donation, should help us keep things fairly level in those programs. Need to see those deficits come down over the next month, as revenues and donations trickle in. Looking at \$20,000 for FC.

4. Head Start Director's Report – Melissa Mattes Nothing to add after presentation

5. Minutes of Parent Policy Council 8/21/19

6. Member Introductions (Lisa Veazie and Ron King)

Lisa Veazie, live in Blue Hill, three children, 20, 27, 34, 10 year old granddaughter, work for Bar Harbor Bank and Trust, 18 years there, 30 years in the business. Cover area all the way to Lubec. Great organization, supports volunteerism. They will be there and will help us at events. Honored to be a part of the board. Been part of other boards, but this one is different, everyone is so dedicated to the organization.

Ron King, live in Penobscot, raised in Michigan, went to school there. One of the things from my youth, have dyslexia and learning disabilities, school and college were hard, 4H saved my life. Have an

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MFA in textile design, I am a weaver, moved to NY, came to Maine to teach in the summer, bought a run down old farm in Penobscot. Realized I needed a job, became a professor of design at UM, was there for ten years.

In the 90s when Aids started affecting my community, started Down East Aids Network, then went to Regional Medical Center, Lubec. Quit working full time in 2008, went back to being a full time weaver. Check it out at Ronkingdesignstudio.com

Portland Press Herald – story about me giving a wonderful young couple my share of the farm if they will take care of me the rest of my life.

Next month Charles Rudelitch and Becky McKenna

**V. Business meeting  
adjourned at 6:45 pm**

**Becky** made the motion to adjourn.

Respectfully submitted, Sarah Nugent, Manager, Communications and Resource Development